

CAPE CANAVERAL SPACEPORT

KENNEDY SPACE CENTER
AND
CAPE CANAVERAL AIR FORCE STATION

CONSOLIDATED COMPREHENSIVE
EMERGENCY MANAGEMENT PLAN

(CCEMP)

FORWARD

The Consolidated Comprehensive Emergency Management Plan (CCEMP) establishes uniform policy guidelines for the effective mitigation of, preparation for, response to, and recovery from a variety of emergency situations. These emergency situations, created by natural and technological hazards, could have a varying degree of impact on the health, safety, and welfare of employees and visitors to Kennedy Space Center (KSC), Cape Canaveral Air Force Station (CCAFS), and Florida Annexes. To ensure continuity of operations, the application of the provisions of the CCEMP will be executed by responding organizations through the National Incident Management System (NIMS).

The CCEMP is divided into two major parts. The first part is the Basic Plan and contains the uniform policy guidelines. The second part consists of a series of Joint Documented Procedures (JDP's) which are listed on page 26.

By contract the CCEMP is applicable to all NASA, Air Force, and NASA/Air Force contractor organizations and to all other Government agencies located at KSC, CCAFS, and Florida Annexes. KSC/45th Space Wing functions assigned to installations other than KSC/CCAFS shall comply with the host facility emergency procedures.

This plan is designed to be supplemented by other emergency plans, standard operating procedures, or checklists as required by all Emergency Response Elements. All associated emergency plans, standing operating procedures, and/or checklists will be controlled in accordance with each Emergency Response Element's document control procedures. All records associated with the effective mitigation of, preparation for, response to, and recovery from emergency situations will be maintained in accordance with each Emergency Response Element's record control procedures.

This plan is unclassified and will be reviewed at least annually. The Director, KSC, and 45th SW Commander will approve changes to policy reflected in the CCEMP. The Director, KSC Center Operations and the 45th SW Mission Support Group Commander will approve changes in procedures to the JDP's. Minor administrative changes that do not affect policy may be made with the approval of the NASA and Air Force technical representative and Cape Canaveral Spaceport Management Office Integrated Product Team lead. Send comments for improving the plan to the Office of Primary Responsibility, J-BOSC Emergency Preparedness Mail Unit, Research Planning Inc. (RPI 5004).

Orig signed by
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SECURITY INSTRUCTIONS

1. **TITLE** This document is the Cape Canaveral Spaceport Consolidated Comprehensive Emergency Management Plan (CCEMP).
2. **CLASSIFICATION** The overall classification is unclassified.
3. **REPRODUCTION LIMITATIONS** Reproduction of this plan in whole or part is authorized as required for planning and operational purposes only. CCSMO Emergency Preparedness Integrated Product Team (EP-IPT), or J-BOSC Emergency Preparedness must authorize any other reproduction.
4. **USE OF NICKNAMES, CODE WORDS, AND EXERCISE TERMS** There are no nicknames or code words associated with this plan.
5. **SPECIAL ACCESS REQUIREMENTS** None
6. **BRIEFING AND DEBRIEFING REQUIREMENTS** In the event classified material is involved when using this CCEMP, sufficient physical security will be required, in accordance with DOD 5200.1- Rand AFI 31-401, as supplemented.
7. **PUBLIC AFFAIRS ISSUES** At CCAFS public affairs issues will be handled in accordance with AFI 35-101. KSC public affairs issues will be handled by NASA Media Services.

ACRONYMS AND ABBREVIATIONS

AFI	-Air Force Instruction	KSC	-Kennedy Space Center
AFMAN	-Air Force Manual	KNPR	-Kennedy NASA Procedural Requirements
CCAFS	-Cape Canaveral Air Force Station	KSC OMI	-Operations Maintenance Instruction
CCEMP	-Consolidated Comprehensive Emergency Management Plan	LAN	-Local Area Network
CCSMO	-Cape Canaveral Spaceport Management Office	LC	-Launch Complex
CD	-Center Director (KSC)	LCC	-Launch Control Center
CES	-Civil Engineering Squadron	LDCG	-Launch Disaster Control Group
CEV	-Environmental Management Flight	LDCG/CC	-LDCG Commander
CFR	-Code of Federal Regulations	LEPC	-Local Emergency Planning Committee
COOP	-Continuity of Operations Planning	LGSF	-Logistics Supply Fuels (CCAFS)
CSS	-Contingency Support Staff	NEPO	-NASA Emergency Preparedness Office
CTC	-Chief Test Conductor	NIMS	-National Incident Management System
Det 1, 45	-Cape Commander	NMI	-NASA Management Instruction
MSG/CC			
DOD	-Department of Defense	NOTU	-Naval Ordnance Test Unit
EHS	-Environmental Health Services	NPG	-NASA Procedures Guide
ELV	-Expendable Launch Vehicle	NRC	-Nuclear Regulatory Commission
EMO	-Environmental Management Officer	NRP	-National Response Plan
EMS	-Emergency Medical Services	NTD	-NASA Test Director
EMT	-Executive Management Team (KSC)	OPA	-Oil Pollution Act of 1990
EOC	-Emergency Operations Center	OPLAN	-Operations Plan
EOD	-Explosive Ordnance Disposal	OSC	-On Scene Commander
EP	-Emergency Preparedness	OSHA	-Occupational Safety & Health Administration
EPA	-Environmental Protection Agency	PA	-Public Affairs
EPPC	-Emergency Preparedness Planning Committee.	PAFB	-Patrick Air Force Base
ESC	-Environmental Support Contractor (CCAFS)	RCRA	-Resource Conservation and Recovery Act
EETAG	-Emergency Evacuation Training Advisory Group	SE	-Wing Safety
FEMA	-Federal Emergency Management Agency	SGS	-Space Gateway Support
FSTR	-Full Spectrum Threat Response	SGS/DO	-SGS Duty Office
HAZMAT	-Hazardous Material	SSO	-Senior Security Officer
HC	-Military Chaplain	STM	-Shuttle Test Manager
HQs	-Head Quarters	STS	-Space Transport System
HURCON	-Hurricane Condition	UC	-Unified Command
IAW	-In Accordance With	USA	-United Space Alliance
IC	-Incident Commander	USAF	-United States Air Force
IPT	-Integrated Product Team	USCG	-United States Coast Guard
JA	-45 SW Judge Advocate	VIA	-By way of
J-BOSC	-Joint Base Operations Support Contract	VITC	-Visual Information Technical Contractor
JCCC	-Joint Communications Control Center	WAN	-Wide Area Network
JDP	-Joint Documented Procedure	WOC/CP	-45 SW Operations Center/Command Post
JOP	-Joint Operating Procedure	45 SW	-45th Space Wing
		45 SW/CC	-45 Space Wing Commander
		45 SW/CP	-45 SW Command Post

SPACEPORT CCEMP

EXECUTIVE SUMMARY

1. Introduction

The Cape Canaveral Spaceport Consolidated Comprehensive Emergency Management Plan (CCEMP) addresses planning and operational procedures to control, mitigate, respond, and recover from local threats and disasters. The CCEMP establishes uniform policy guidelines for response to major emergencies where numerous emergency response forces and supporting agencies are involved. Supporting forces may include inherent contractor personnel, local Brevard County forces, State of Florida and Federal Government agencies and personnel.

The CCEMP combines NASA and CCAFS requirements into a single document. Other related emergency response directives, Federal and State statutory and regulatory requirements, and recommended guidelines are either incorporated into the CCEMP or referenced. Resource Conservation and Recovery Act (RCRA) requirements will be accomplished by the directives listed in the respective permits issued to KSC/CCAFS (45 SW OPLAN 10-2 Volume II and KNPR 8500.1).

The CCEMP applies to all NASA and CCAFS contractor and subcontractor organizations, USAF, and NASA personnel and other Federal agencies and contractors operating within the boundaries of CCAFS and KSC. The CCEMP establishes basic responsibilities, by agency, for response to major emergencies. The CCEMP does not dictate agency-specific procedures and tactics but does, however, specify certain basic roles during major emergencies. Accordingly, each agency with an emergency response role will write supporting processes or procedures to supplement the CCEMP.

2. Purpose

The CCEMP establishes procedures to respond to major emergencies and to minimize the loss of life, equipment, facilities, and operational capability caused by natural or technological disasters. Objectives of the CCEMP include the following:

- A. Reduce the vulnerability of employees and visitors to injury and loss of life resulting from natural and technological disasters.
- B. Train and equip sufficient emergency response forces and agencies to efficiently cope and recover from natural and technological disasters.
- C. Protect high value resources, systems, facilities, and flight hardware from natural and technological disasters.
- D. Limit the extent of damage, prevent adverse public relations, and return to normal operations as soon as possible after a natural or technological disaster.
- E. Combine emergency response elements into a single response force, eliminating duplication of effort and improving efficiency of operations.

3. Scope

- A. Implementation of the procedures set forth in the CCEMP will be considered when the emergency is likely to be beyond the mitigation and response capability of responding forces or has the potential to become a large-scale disaster.
- B. The National Incident Management System (NIMS) will be employed as the structure for command, control, coordination, and recovery for major emergencies on the Spaceport. It will also support the Emergency Support Functions listed under the National Response Plan.
- C. The National Incident Management System (NIMS) will be the standard on-scene, all-hazards incident management system for firefighters, hazardous materials teams, rescuers, security, and emergency medical teams. This includes initial reporting and dispatch from a Joint Communications Control Center (JCCC) followed by activation of an Emergency Operations Center (EOC).
- D. NIMS Unified Command
 - (1) The NIMS Unified Command (UC) is a structure that brings together the "Incident Commanders" of all major organizations involved in the incident in order to coordinate an effective response while at the same time carrying out their own jurisdictional responsibilities. Under the UC, the various jurisdictions and/or agencies and non-government responders may blend together throughout the operation to create an integrated response team.
 - (2) The Spaceport IC has the authority to implement a UC if necessary.
- E. Agencies with specific emergency response roles are identified throughout the CCEMP. Detailed agency plans and checklists will be developed where necessary and will be consistent with this CCEMP.
- F. Recovery actions and priorities will be developed once the emergency phase is terminated and in conjunction with damage assessment and Accident/Mishap Investigation Board proceedings, if applicable.

4. Planning Threats

- Hurricanes
- Severe Weather (tornadoes, hail, damaging winds)
- Facility Fires
- Explosions/Fire/Wildfires
- Rocket/STS Catastrophic Aborts
- Radiological Emergencies
- Aircraft Accidents
- Oil Spills

- Hazardous Materials Spills
- Mass Casualty Emergencies
- Weapons of Mass Destruction
- Loss of Utilities
- Tsunami

5. Phases of Emergency Management

This CCEMP follows an all-hazard approach and acknowledges that most responsibilities and functions performed during an emergency are not hazard-specific. The CCEMP accounts for activities before and after as well as during emergency operations; consequently, all phases of emergency management are addressed as shown below.

A. Mitigation

Through risk assessment and prevention measures, mitigation activities are those that prevent the occurrence of an emergency or reduce the Spaceport's vulnerability in ways that minimize the adverse impact.

B. Preparedness

Preparedness activities develop the necessary and critical response capabilities needed before an emergency event arises. Planning and training prior to an emergency are among the activities conducted under this phase.

C. Response

Response includes the actions taken by emergency services during an incident or crisis. These activities help to reduce casualties and damage to speed recovery. Response activities include warning, evacuation, rescue, and other similar operations.

D. Recovery

Recovery is both a short-term and long-term process. Short-term operations restore vital services to the Spaceport. Long-term recovery restores the Spaceport to normal operations. The recovery period is also an opportune time to institute mitigation measures, those related to current and future emergencies. Examples of recovery actions would be restoration of vital Government services, reconstruction of damaged areas, and temporary relocation of offices disrupted due to structural damage.

6. Training and Exercises

The J-BOSC Emergency Preparedness Office will coordinate the training, scheduling, and conduct of integrated emergency preparedness exercises with CCAFS, KSC, PAFB, DOD, local, State, and Federal organizations involved in similar activities. On KSC the NASA Emergency Preparedness Officer will chair the Emergency Preparedness Planning Committee (EPPC) for installation-level guidance on training and exercise development. Representatives from each Directorate will make up the membership of the committee. The committee shall meet at least annually to plan training exercises for the emergency response elements. The Shuttle Processing Directorate is responsible for establishing and administering the Emergency Evacuation Training Advisory Group (EETAG), which performs exercises, training, and assessments of evacuations in hazardous facilities and other significant facilities associated with flight hardware processing. The Spaceport Fire Department is responsible for performing evacuation drills on all facilities other than hazardous operations facilities that are occupied by 10 or more personnel.

Managers are responsible to ensure that their employees participate in a drill at least annually and that their participation is documented. The J-BOSC Emergency Preparedness Office advises and participates in the EETAG and EPPC process.

A viable exercise program is an essential component of any effort to fully train emergency personnel on their duties and responsibilities when a disaster occurs. It is crucial that individuals who are charged with responding to emergencies are required to "experience" a disaster under conditions as realistic as possible before any actual event. The purpose of exercising is to improve the preparedness posture of the organizations involved. Such preparedness will result in the reduction of loss of life and property when a disaster occurs. To improve capability to respond, and to exercise plans, the following types of emergency exercise activities may be administered on the Spaceport:

ORIENTATION SEMINAR: This type of exercise provides information to participants about roles, relationships, and responsibilities. It is usually multiformat and nonstressful. It can apply corrective actions resulting from actual events or other exercises.

DRILL: This type of exercise is used to practice a single activity, such as a building evacuation, activation of EOC, or a timed fire response. It is normally used to develop skills, or to correct processes or procedures.

TABLETOP EXERCISE: This is a nonstressful, problem-solving exercise to work out details of generalized operations. It applies to multifunctional agencies or organizations and is an inexpensive way to exercise this plan and response element.

FUNCTIONAL EXERCISE: Requires understanding of roles, responsibilities, and operations. It is usually stressful and requires extensive preparation and a team approach for conduct and evaluation. It also involves direction and control functions, and some degree of EOC activation. Examples are evaluating incident command, evaluating communications, evaluating rescue tactics and procedures, etc.

FULL-SCALE EXERCISE: Requires extensive preparation and exercise team training. It is usually time-sensitive and stressful. A full-scale exercise adds field response units to several previously evaluated functions. This type of exercise is the ultimate activity for preparing all elements to function in a real emergency or disaster.

COMPUTER BASED TRAINING: Emergency responders can also complete individual training by completing online computer courses through the Emergency Management Institute.

7. Continuity of Operations Planning/Mission Essential Operations

A. CCAFS (45 SW) will comply with Air Force Instruction 10-208, Continuity of Operations Program (COOP).

B. KSC will comply with NPR 1040.1, NASA Continuity of Operations (COOP) Planning Procedure, and the following:

(1) Provide direction, authority, and control over KSC.

- JHB 2000, page 6, paragraph 1

(2) Delegation of authority over Center for continuity of Government operations.

- JHB 2000, page 20, paragraph F

(3) Developing contracts, mutual aid agreements, memorandums of agreement (MOUs), joint operating procedures (JOPs) with other NASA Centers and local, State and Federal agencies.

- JHB 2000, Page 16, paragraph 4. A. (3)

(4) Coordinate with KSC support organizations, other NASA Centers, and Federal, State and local governments to share and/or provide:

(a) Emergency response personnel/equipment, assessment, and recovery teams

- JDP-KSC-P-3007 and JDP-KSC-P-3010

(b) Transportation, specialized equipment, logistics, and real property

- JHB 2000, page 7, paragraphs A-D

(c) Coordinating and distributing alerts, warnings, and evacuation procedures

- JDP-KSC-P-3001

(d) Communications between employees and senior management, contractors, and offsite operations and that they remain open and clear

- JDP-KSC-P-3002

- (5) Ensure that information systems and databases, Local Area Network, (LAN), and Wide Area Network (WAN) of the Center are compatible with each other and with appropriate databases of other departments. Providing systems backup capability to ensure that business via electronic means are hardened and/or quickly restored to operation. (Examples are: pay, personnel records, utilities, Internet, etc.)

- Company Specific Plans (Restricted)

Guidance Documents

A.	Executive Order 1214B, Section 2-101, Federal Emergency Preparedness
B.	Executive Order 12472, Telecommunications Emergency Preparedness
C.	Executive Order 12656, Assignment of Emergency Preparedness Responsibilities
D.	Oil Pollution Act of 1990/(OPA-90) Public Law 101.380 dated 18 Aug 90
E.	Federal Radiological Emergency Response Plan
F.	DODD 5030.41, Oil and Hazardous Substances Pollution Prevention and Contingency Program.
G.	Emergency Response Plan for the Highway Transportation of Dinitrogen Tetroxide
H.	OSHA, Title 29 CFR Part 1910, Section 1910.134 "Respiratory Protection"
I.	OSHA Hazardous Waste Operations and Emergency Response, 29 CFR Part 1910, Section 1910.120 (q), Emergency Response to Hazardous Substance Releases.
J.	33 CFR 154, Response Plans, U.S. Department of Transportation (Coast Guard)
K.	40 CFR 112, Oil Pollution Prevention, U.S. Environmental Protection Agency
L.	NPD 8710.1, Emergency Preparedness Program
M.	NPD 3000.1, Management of Human Resources
N.	NPR 1040.1 NASA Continuity of Operations (COOP)
O.	NPR 8715.2 Emergency Preparedness Plans, Procedures, and Guidelines
	Kennedy Documented Procedures – KSC Business Systems Web Site Location: http://businessworld.ksc.nasa.gov/
P.	National Response Plan
Q.	KNPR 1040.3 Kennedy NASA Procedural Requirements (COOP)
R.	KNPR 1860.1, KSC Ionizing Radiation Protection Program (as revised)
S.	KNPR 1860.2, KSC Non-Ionizing Radiation Protection Program (as revised)
T.	KNPR 8500.1, KSC Environment Requirements Protection Program
U.	KSC OMI S0007VL4
V.	AFI 10-2501, Full Spectrum Threat Response (FSTR) Planning and Operations
W.	AFI 10-802 Military Support to Civil Authorities
X.	AFI 10-208 Continuity Of Operations Program (COOP)
Y.	AFMAN 32-4004, Emergency Response Operations
Z.	AFMAN 32-4005, Personnel Protection and Attack Actions
AA.	AFI 91-204 Investigating & Reporting U.S. Air Force Mishaps
BB.	45 SWI 40-201, Radiation Protection Program
CC.	45 SW Oplan 10-2 Volume I Full Spectrum Threat Response (FSTR)
DD.	45 SW Oplan 10-2 Volume II, Hazardous Materials (HAZMAT) Emergency Planning and Response
EE.	OPNAVINST 5090.1B, Environmental Protection and Natural Resources Manual.
FF.	Florida Statutes, Chapter 252, Emergency Management
GG.	Florida Statutes, Chapter 376, Pollutant Discharge Prevention and Removal.
HH.	Florida Administrative Code, Chapter 62-N-16, Pollutant Discharge Act

BASIC PLAN

1. Situation

Technological emergencies, natural disasters, or terrorist attacks could jeopardize the operational capability of KSC, CCAFS, and Florida Annexes. The primary threats from technological emergencies are incidents involving missile and space flight hardware, toxic and cryogenic fuels and oxidizers, explosives, pyrotechnics, high-pressure gas systems, spacecraft, vehicle hardware, radiological materials, errant launch vehicles, aborts, oil spills, transportation emergencies, and aircraft accidents. The majority of technological emergencies will most likely be the result of processing missile and/or space launch vehicle hazardous materials, components, or systems. These activities take place on active launch complexes, hazardous assembly areas, checkout facilities, Shuttle Landing Facility and Skid Strip, or liquid and solid propellant/ordnance storage areas. The primary threats from natural disasters are hurricanes, tropical depressions and storms, tornadoes and severe thunderstorms, high winds, flooding, and wildfires. Strategic attack upon the continental United States is highly unlikely. Planning and response operations for a wide variety of contingencies requiring Security Force response are identified in the Security Operations Plan. This includes, but is not limited to, civil disturbances, bomb threats, hostage or hijack situations, and violence in the workplace.

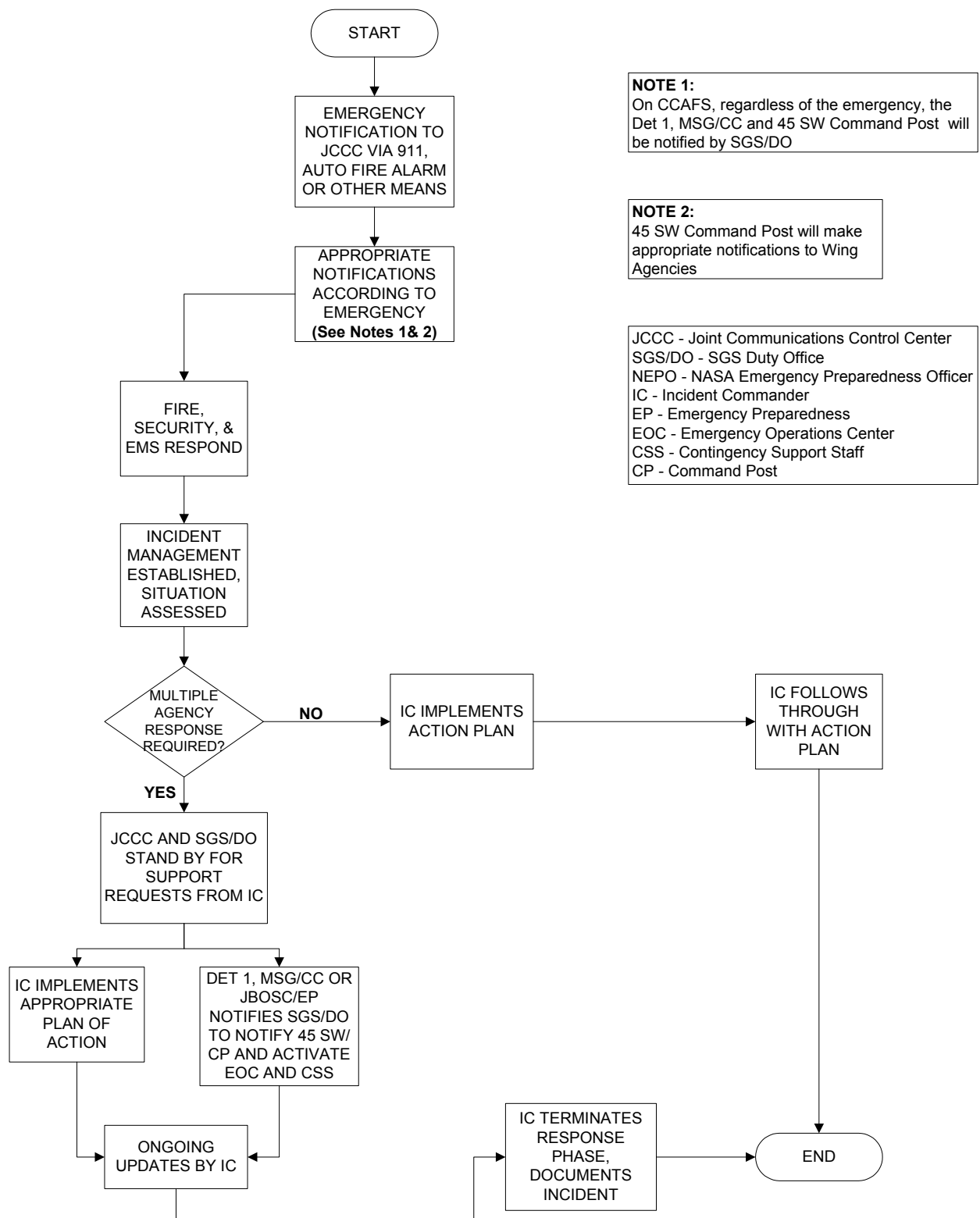
2. Assumptions

- A. Major incidents may occur on the Spaceport and Florida Annexes, exposing employees and visitors to various hazards and possibly causing extensive damage and casualties.
- B. Natural disasters can cause major disruptions in the infrastructure and affect launch operations, critical systems, hardware, and processing facilities.
- C. KSC and CCAFS may be called upon to provide assistance to the local community during natural disasters.
- D. Nonessential employees will be evacuated from the Spaceport and Florida Annexes as hurricanes approach the Brevard County area.
- E. Unusual or serious incidents or events involving hostile intelligence agents, demonstrators, criminals, or other special interest groups could possibly pose a threat to installation resources. KSC personnel refer to NPD 1600.2 and CCAFS personnel refer to Eastern Range Installation Security Plan for Force Protection Condition information.
- F. Large-scale evacuations such as the evacuation of KSC or CCAFS are policy decisions made only with the concurrence and direction of the Director, KSC, and the 45 SW Commander.

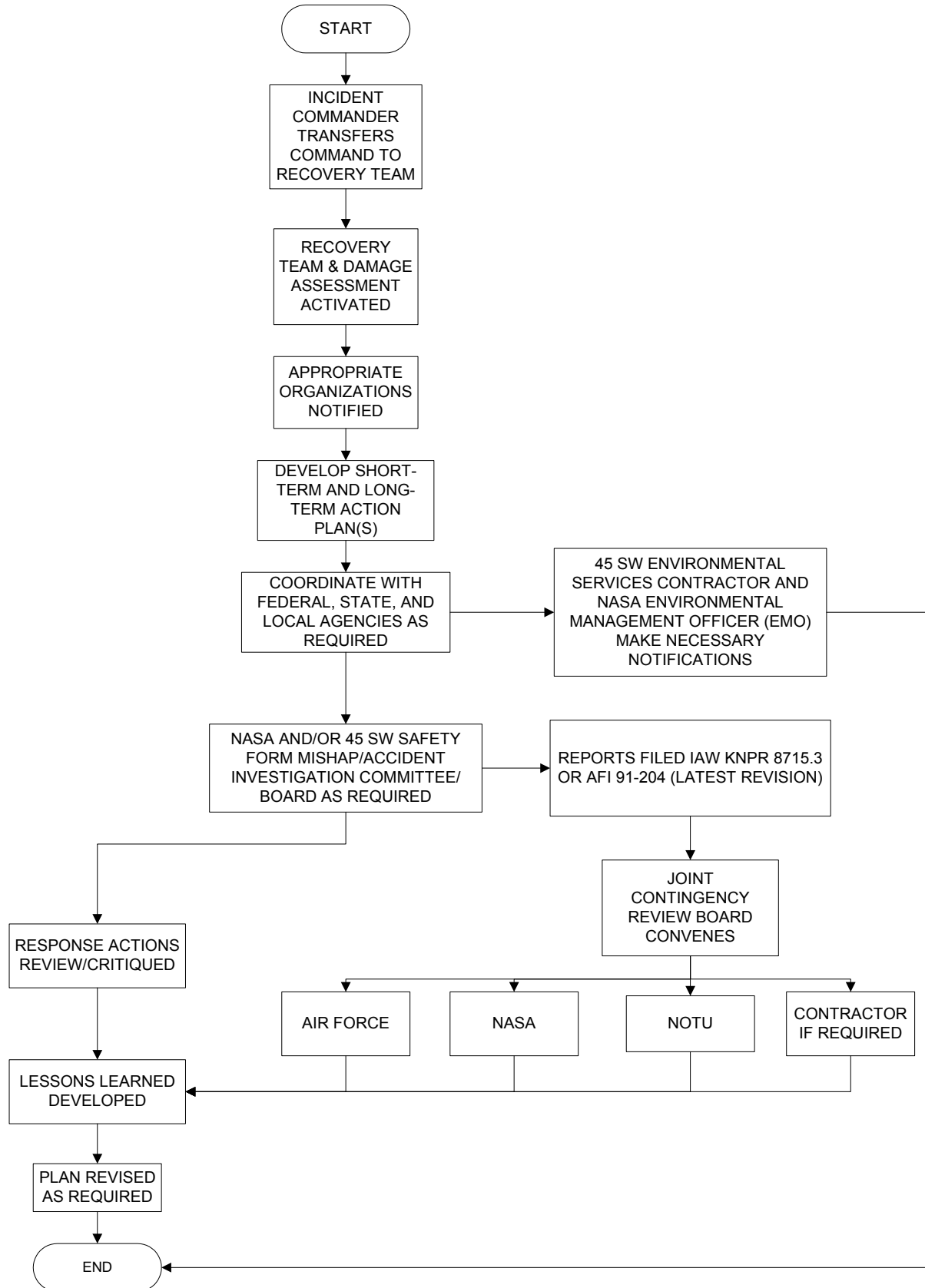
3. **Mission**

To mitigate the effects of known threats, prepare viable plans and procedures to save lives and protect high value resources, to respond with capable emergency response forces during emergencies, (see emergency response phase Diagram 1, page 15) and to coordinate an effective recovery system to return to normal operations after natural and technological emergencies and disasters (see emergency recovery phase Diagram 2, page 16).

EMERGENCY RESPONSE PHASE PROCESS



EMERGENCY RECOVERY PHASE PROCESS



4. Concept of Operations

A. General

- (1) Because of their close proximity and mission, both CCAFS and KSC share the same possible hazards and threats. The highest probability of mission impact emergencies includes hurricanes, severe thunderstorms, hazardous material (HAZMAT) releases, fires, flooding, and to a lesser extent, aircraft crashes and launch vehicle mishaps. Terrorism and workplace violence episodes must also be considered. Any single event or combination of uncontrolled emergencies can slow or stop operations, increase costs, and produce negative media attention.
- (2) Emergency preparedness exercises and drills will concentrate on high threat emergencies such as HAZMAT releases, aircraft accidents, hurricane operations, other environmental emergencies, large-scale fires, flight hardware emergencies during processing, and transportation of explosives and toxic commodities. Detailed scenarios will test emergency response plans, procedures, and training programs. Exercises will include full-scale response involving numerous agencies, tabletop, and small drills. Exercise objectives will center on known or suspected weaknesses, with written reports sent to management officials detailing events, conclusions, and recommendations.
- (3) Full coordination of all program aspects will be accomplished with NASA Headquarters, DOD, USAF, all NASA and Air Force Tenant Organizations, Federal Emergency Management Agency (FEMA), Environmental Protection Agency (EPA), U.S. Occupational Safety & Health Administration (OSHA), State of Florida Department of Emergency Management, Local Emergency Planning Committee (LEPC), Brevard County Emergency Management, Canaveral Port Authority, and U. S. Coast Guard (USCG) authorities. Activities will also include joint exercises and drills, training, planning, and emergency response operations.
- (4) Launch operations support will include a prepositioned, onsite, emergency launch response force to safe complexes or to respond to a launch emergency. Forces include, but are not limited to, Emergency Preparedness, Fire, EMS, Security, Safety, Environmental Health, and Explosive Ordnance personnel. In addition, the EOC at KSC or CCAFS may be activated to support any launch emergency.
- (5) Personnel required to support the CCEMP include NASA, Air Force, Navy, Government contractors, and civilians. Management officials, supervisors, and leads will ensure their employees are familiar with the CCEMP and know supporting roles and responsibilities.
- (6) The Incident Commander will normally make implementation of the CCEMP during technological emergencies; however, on CCAFS the Air Force On-Scene Commander (OSC) may declare implementation. For natural disasters, the Director, KSC, and/or the 45 SW Commander will begin implementation. Implementation will be considered when the emergency is likely to be beyond the mitigation and response capability of responding forces or likely to affect the population outside the confines of the Spaceport.

B. Emergency Response Policy: During any emergency operation, certain functions must be assigned and carried out to make the management of the emergency a success. The appropriate lead functions, both Government and contractor will ensure that the actions listed in each Joint Documented Procedure (JDP) are planned for and that available resources during an emergency are available.

C. National Incident Management System (NIMS)

- (1) NIMS is an organized structure that provides coordination and direction during emergencies. The Incident Commander (IC) is responsible for front-line management of the incident, for tactical planning and execution, for determining whether internal and external assistance is needed, and for relaying requests for all support through either the 911 Center or EOC. Normally, the IC is the Senior Fire Official (SFO) on scene, but may also be the Senior Security Officer, depending upon the emergency. The NIMS process is contained in Diagram 3 on page 19.

Note: Command of an incident may vary on CCAFS, see paragraph (2) below.

- (2) Contingency Support Staff (CSS): On CCAFS the Fire Chief is the IC. If the Fire Chief determines that it is necessary to implement the CCEMP the CSS will be activated and report to a location as directed by Det 1, 45 MSG/CC or Emergency Preparedness. The JBOSC Duty Office will make the appropriate CSS notifications and advise them of the reporting location. On CCAFS, regardless of the emergency, the Det 1, 45 MSG/CC and 45 SW Command Post will be notified of the incident. Once the 45 SW Command Post is notified, the Command Post will notify the appropriate Air Force officials or agencies they deem necessary. The Air Force OSC, trained and certified in accordance with 45SW 32-4001, The Launch Disaster Control Group (LDCG) Training and Certification Program, may take command of the situation. During major emergencies and launch operations requiring multiple agency response at CCAFS, the Air Force OSC and LDCG Commander exercise overall management and control of the emergency. Site management will remain under the direction and control of the senior Fire Official (IC) on scene. Command of the scene after the emergency is terminated will then be transferred to the Air Force Accident Investigation Board, if convened. The composition of the CSS (formerly Disaster Control Group (DCG)) will be as follows:

(a) Initial Response Force: (Spaceport)

1. Fire/EMS
2. Security
3. EHS (if required)

(b) Spaceport Follow-on Forces:

1. Emergency Preparedness
2. Facility Support
3. Environmental
4. Liquid Propellants
5. Photographic and Video Support
6. Safety (The appropriate NASA, Air Force, or contractor Safety Office will be notified to respond.)

(c) Supporting Forces for CCAFS only (as required by emergency):

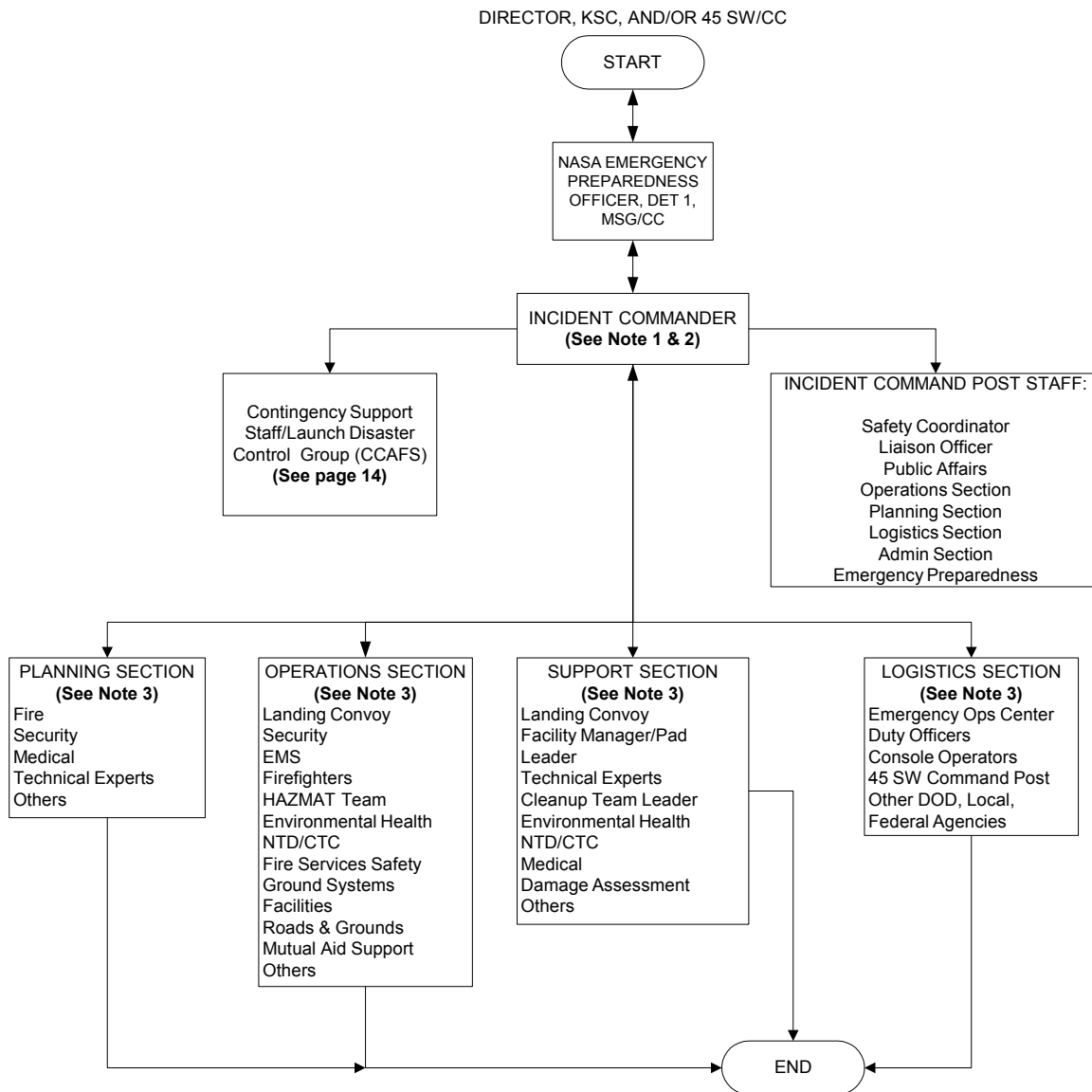
1. ESC Environmental
2. 45 Space Wing Operations Center/Command Post (WOC/CP)
3. 45 SW/SE (Safety)
4. 45 SVS/SVMXM (Mortuary Affairs)
5. 45 CES/CED (EOD)
6. 45 SW/PA (Public Affairs)
7. 45 CES (Civil Engineer)
8. 45 SW/HC (Chaplain)
9. 45 MDG (Medical Group)
10. 45 SW/CONS (Contracting)
11. 45 SW/JA (Judge Advocate)
12. NOTU (Command Duty Officer)

(3) During Space Transport System (STS) launch and hazardous operations at LC-39 area, the NASA Test Director (NTD) or Chief Test Conductor (CTC) exercises management and control of emergency response operations until the arrival of the IC. Once the IC arrives and establishes command of emergency operations and response, the NTD/CTC will then continue to coordinate with and provide information and support to the IC.

(4) The IC has the capability and authority to (include Air Force OSC):

- a. Assume command and control of emergency operations/response
- b. Assess the situation
- c. Implement CCEMP
- d. Determine response strategies
- e. Activate resources
- f. Order an evacuation of the affected areas
- g. Oversee all incident response activities
- h. Declare termination of the incident

NATIONAL INCIDENT MANAGEMENT SYSTEM



Note 1:
At KSC the IC will be the Senior Fire Official except for security emergencies, such as bomb threats, hostage/hijack, acts of terrorism, and other civil disturbances that warrant a possible show of force or use of weapons. In which case the IC will be the senior security officer on-scene.

Note 2:
At CCAFS the IC will be the same as KSC except, if the CSS/LDCG is activated, the AF On-Scene Commander may take command at any time

Note 3:
Subsection Leaders may be developed by the IC in support of the National Incident Management System

D. Emergency Operations Center (EOC)

The Spaceport EOC serves as a centralized management and support center for emergency operations. It is activated at the discretion of the IC; Manager, Emergency Preparedness; NASA Emergency Preparedness Officer; and as directed herein. The EOC serves as a clearinghouse for information collection and coordination of response and recovery resources. A CSS may be called to the EOC to coordinate resources requested by the IC. Once activated, the EOC:

- (1) Coordinates resources necessary to support the IC.
- (2) Provides status reporting and update to Spaceport management authorities.
- (3) Notifies and reports to outside authorities as required.

E. Hurricane Procedures

- (1) Prior to a hurricane threat the KSC Hurricane Executive Management Team (EMT), chaired by the KSC Director, will be established. Both the EMT and the 45th SW Battle Staff chaired by the 45th SW Commander, have the authority to change or modify JDP's as the situation dictates. Procedures outlined in JDP-KSC-P-3006, Hurricane Preparation and Recovery are guides to managing the preparations, response, and recovery action in a hurricane. For tropical/severe storm weather preparations (when winds are not expected to exceed hurricane force but are determined a threat), the KSC EMT and 45 SW Battle Staff will meet and determine if JDP-KSC-P-3005, Adverse Weather, should be implemented.
- (2) The KSC Director and the 45th Space Wing Commander will jointly establish the hurricane condition (HURCON) applicable to the Spaceport and the Florida Annexes to maximum extent possible.
- (3) Once a HURCON has been declared, the EOC will be activated and will effect appropriate announcements and notifications. Announcements restricting telephone calls will also be made concurrently with the establishment of any HURCON to prevent an overflow of outgoing calls. The dynamic telephone system operator will be called before making HURCON announcements.

F. Continuity of Government.

(1) Line of Succession

- (a) On KSC, the normal order of succession to the Center Director will be: the KSC Deputy Director, the Associate Director, the Director, Shuttle Processing, the Director, International Space Station and Payload Processing, and the Director, Launch Services Program Office.
- (b) On CCAFS, the line of succession to the 45th Space Wing Commander will be determined in accordance with AFI 51-604, Appointment To and Assumption of Command. By operation of law, command passes to the senior military officer assigned to an organization who is present for duty and eligible to command. An officer assigned to a subordinate organization is also assigned to all superior organizations of which the subordinate is a component.

- (2) **Preservation of Records:** Vital records must be protected to provide normal operations following a disaster. Vital records consist of both written documents and electronic data files. These include documents reflecting parties' rights and interests such as contract, property, personnel and payroll records, and those other records essential to operations and/or the restoration thereof. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly. Each organization is responsible for developing suitable written plans or procedures to ensure records are afforded an appropriate level of protection against loss or destruction, commensurate with their importance and the directed records management requirements.

5. Logistics and Administration

- A. **Logistics.** All organizations supporting or tasked in the CCEMP will predetermine logistical requirements to support the CCEMP. During emergencies, all NASA and CCAFS resources may be called upon to prepare, sustain, or recover from large-scale emergencies. When directed by proper authority, contractor personnel and equipment used to respond to identified emergencies are considered used in performance of the contract. Proper authority includes, as applicable, the cognizant contracting officer for tasks otherwise outside the requirements of an existing contract and, for actions within the scope of an existing contract, the designated contract manager or other contracting officer's representative in accordance with the terms of their respective delegations.
- B. **Administration.** Agencies and contractors supporting emergency actions will ensure that their assigned personnel are trained and certified, as required, to comply with applicable guidelines and requirements, including, without limitation, those issued by EPA, Nuclear Regulatory Commission, and OSHA. Employee education is accomplished, in part, through the use of handouts and the monthly Emergency Preparedness Bulletin. Managers and supervisors are required to ensure employees receive or are briefed on the Bulletin. The Bulletin can also be accessed electronically.

6. Glossary of Terms

- A. **Chief Test Conductor (CTC):** The CTC staffs a console in the Launch Control Center (LCC) and monitors all activities in the Launch Complex 39 (LC-39) area. The CTC is the United Space Alliance representative on duty 24 hours a day, 7 days a week, who is charged with protection of Shuttle orbiters and associated hardware and facilities. The CTC coordinates emergency responses associated with its operations and notifies the Joint Communications Control Center (JCCC) to obtain emergency response forces in the LC-39 area. Once the Fire Chief/Incident Commander arrives and establishes Incident Command, the CTC will then continue to coordinate with and provide information and support to the Incident Commander.
- B. **Control:** The procedures, techniques, and methods used in the mitigation of a hazardous material incident including containment, extinguishment, and confinement.

- C. Contingency Plan: A developed document identifying and cataloging all elements required to respond to an emergency, defining responsibilities and specific tasks, and serving as a response guide.
- D. Contingency Support Staff (CSS): The CSS provides functional expertise and coordinates operations and support requirements with the Incident Commander and with the EOC, when activated. (Note: The CSS has the same function and duties as the previous CCAFS Disaster Control Group.)
- E. Disaster/Emergency: The occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made cause, including, without limitation, fire, flood, earthquake, wind, storm, wave action, oil spill or other water contamination, ionizing/nonionizing radiation, epidemic, air contamination, blight, drought, infestation, explosion, other accident scenarios involving launch and landing operations and aborts thereof, riot, hostile military or paramilitary action, and other public calamity requiring emergency action.
- F. Emergency Management Elements:
 - (1) Mitigation: Deals with any activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies.
 - (2) Preparedness: Includes developing plans for what to do, where to go, or who to call for help before an event occurs.
 - (3) Response: Personnel who are involved in responding to and controlling an emergency.
 - (4) Recovery: Includes actions taken to return to normal operations following an emergency.
- G. Emergency Preparedness Planning Committee (EPPC): A group of individuals that brings a distinct area of expertise or area of concern to emergency preparedness situations or emphasis in order to use a consistent integrated approach to prepare for natural and technological emergencies at KSC. The EPPC is responsible for reviewing current emergency preparedness procedures and establishing policy in all phases of emergency management for natural and technological hazards. The NASA-KSC Emergency Preparedness Officer is the chair of the EPPC. J-BOSC Emergency Preparedness is secretariat. Membership will include the emergency response organizations, a representative from the three major contractors, Environmental, Environmental Health, NASA Safety, NASA Chief Counsel, Shuttle Processing, Space Station, and Launch Services Program.
- H. Executive Management Team: This team is chaired by the Director, KSC, and is usually formed to make all executive decisions during hurricane operations.

- I. Joint Communications Control Center (JCCC): This control center is located at the KSC Launch Control Center (LCC), Building K6-900 Room 1P10. This area receives all emergency calls (911) on KSC/CCAFS and dispatches/notifies emergency responders according to Standard Operating Procedures.
- J. Major Disaster: Any natural catastrophe (including, without limitation, hurricane, tornado, storm, flood, high water, wind driven water, tidal water, tsunami, earthquake, volcanic eruption, landslide, mud slide, snowstorm, or drought) or, regardless of cause, any fire, flood, or explosion, in any part of the United States or its territories which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant assistance under Title 42, United States Code, Sections 5121-5204, to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.
- K. Mutual Aid Agreements: Arrangements between organizations, either public or private, for reciprocal aid and assistance in case of disasters too great to be dealt with unassisted.
- L. NASA Emergency Preparedness Officer: The Government individual who is responsible for Emergency Preparedness on KSC.
- M. NASA Test Director (NTD): The NTD staffs a console in the KSC Launch Control Center (LCC) and monitors activities in the Launch Complex 39 (LC-39) area. The NTD is the NASA representative on duty for Shuttle Processing. The NTD coordinates and notifies emergency response forces in the LC-39 area during specific NASA-managed operations. Once the Fire Chief/Incident Commander arrives and establishes Incident Command, the NTD will then continue to coordinate with and provide information and support to the Incident Commander.
- N. Natural Disaster: Normally an act of nature, such as a flood, hurricane, etc.
- O. National Incident Management System: A multilayered command and control system used by the Incident Commander to manage emergency response.
- P. Presidential Emergency Declaration: A determination by the President that Federal assistance is needed to supplement State and local efforts and capabilities to save lives and protect property and public health and safety or to lessen or avert the threat of a catastrophe in any part of the United States.
- Q. Presidential Major Disaster Declaration: A determination by the President that a major disaster has caused damage of sufficient severity and magnitude to warrant Federal assistance under Title 42, United States Code, Sections 5121-5204, to supplement recovery efforts and available resources of State and local governments and other relief organizations.
- R. Spill: The accidental or unintentional release of material.

- S. Technological Disaster: A disaster resulting from technical operations and/or man-made technologies.
- T. Termination: That portion of Incident Management, following termination of immediate emergency response actions, in which personnel are involved in documenting safety procedures, site operations, hazards faced, and lessons learned from the incident. Termination is divided into three phases: debriefing the incident, post-incident analysis, and critiquing the incident.
- U. Vulnerability (or Risk): The degree to which people, property, the environment, or social and economic activity--in short, all elements at risk--are susceptible to injury, damage, disruption, or loss of life.

JOINT DOCUMENTED PROCEDURES (JDPs) LISTING

JDPs contain the procedural or how-to-do parts of the CCEMP. These are separated from the policy portion of the CCEMP and are located at KSC Business World and 45 SW Plans Directory.

<u>JDP-KSC-P-3001 - Warning, Alerting, and Evacuation</u>	<u>JDP-KSC-P-3010 – Recovery</u>
<u>JDP-KSC-P-3002- Direction, Control, and Communications</u> -EOC Activation Levels	<u>JDP-KSC-P-3011 – Radiological Emergency</u>
<u>JDP-KSC-P-3003- Fire Response</u> – Wildfires	<u>JDP-KSC-P-3012 – Loss of Utilities</u> - Loss of Utilities (KSC) - Loss of Utilities (CCAFS)
<u>JDP-KSC-P-3004 – Launch Accidents</u> - Toxic Plume Protection	<u>JDP-KSC-P-3013 – Weapons of Mass Destruction</u>
<u>JDP-KSC-P-3005 – Adverse Weather</u>	<u>JDP-KSC-P-3014 – Generic Emergency Procedures Document</u>
<u>JDP-KSC-P-3006 – Hurricane Preparation and Recovery</u> - General Preparatory Actions - HURCON IV - HURCON III - HURCON II - HURCON I - Recovery - Recovery Team - Composition of Recovery Team - Ride-out/Shelter Procedures - Recovery Team HURCON Checklist - Generator Plan - Sandbag Plan - Vehicle Parking Plan - Antenna Take-Down Plan	<u>JDP-KSC-P-3015 – Emergency Support to Local Government</u>
<u>JDP-KSC-P-3007 – Damage Assessment</u>	<u>JDP-KSC-P-3016 - Mass Casualty Response</u>
<u>JDP-KSC-P-3008 – Hazardous Materials Response</u> - Oil Spill Response - Training Requirements	<u>JDP-KSC-P-3017 - Tsunami</u>
<u>JDP-KSC-P-3009 - Aircraft Emergencies</u>	